

Standard Labor Categories Job Description Guidelines

SLC	Qualifications Guidelines	Skills/Ability
Administrative Support	Bachelor's degree and 1 year of experience in business field.	Responsible for performing daily office tasks such as filing, recording, maintaining records, copying, posting, and other similar duties, using a computer terminal, typewriter, and other word processors. Follows organization and department procedures to complete tasks in a timely manner. Familiar with standard concepts, practices, and procedures within a particular field. Performs a variety of additional office work tasks. Works under general supervision. Typically reports to a supervisor or manager.
Research Services	Bachelor's degree and 2 year of experience in technology transfer or related field	Performs research and administrative tasks of limited technical complexity, applying standard/established techniques and best practices. Examples of tasks include conducting literature searches and summarizing information, collecting data, preparing tables/graphs, executing straightforward quantitative analyses, and organizing and filing project materials. May prepare specific sections of deliverables.
Publications Specialist	Bachelor's degree and 2 years of experience in technology transfer or related field. Degree in journalism, writing, or other communications field	Writes and/or edits deliverables, ensuring accuracy of spelling, grammar, punctuation, and references and consistency and appropriateness of tone, style, and formatting. Provides substantive editing when needed to ensure good organization and logical flow of text. Develops/Designs brochures, flyers, posters/displays, photo collages, slide presentations, Web pages/sites, newsletters, CD/DVD labels, certificates, programs, or covers for documents. Develops graphics/illustrations to complement text, including tables and graphs, Gantt charts, flow charts, maps, and other conceptual models.
Consultant Services	Bachelor's degree and 4 years of experience in technology transfer or related field or Master's Degree and 2 years of experience in technology transfer or related field. Degree in Engineering or Science	Performs research tasks of some technical complexity, applying standard/established techniques and best practices as well as proposing creative/innovative approaches. Examples of tasks include conducting research; analyzing, interpreting, and summarizing findings; preparing deliverables that are clearly written and well organized. Work is performed under general supervision of the managing or a senior consultant but also interacts directly with the client on technical issues. Makes recommendations to solve problems. Familiar with a variety of the field's concepts, practices, and procedures.

Senior Consultant Services	Bachelor's degree and 6 years' experience or Master's Degree and 4 years' experience or PhD and 2 years of experience in technology transfer or related field. Degree in Engineering, Science, or Business	Performs research tasks of significant technical complexity, participating in the planning of the project and being responsible for the completion of all aspects of the project delegated by the managing consultant. Skilled subject matter expert on technical matters. Applies standard/established techniques and best practices but often uses innovative approaches. Develops/Directs technical solutions to projects. Prepares or directs the development of timely deliverables that are clearly written and well organized. Work is performed with minimal supervision and guidance. Results of work are considered technically authoritative.
Managing Consultant	Bachelor's degree and 6 years of experience in technology transfer or related field, Master's Degree and 4 years of experience in technology transfer or related field or PhD and 2 years of experience in technology transfer or related field. Degree in Engineering, Science, or Business.	Generally serves as the Contractor's primary contract manager and shall be the contractor's authorized interface with the Government Contracting Officer (CO), the Contracting Officer's Representative (COR), government management personnel and customer agency representatives. Coordinates and monitors the scheduling, pricing, and technical performance of this contract. Ensures adherence to master plans and schedules. Develops solutions to program problems, and directs work of employees assigned to program from various departments. Ensures projects are completed on time and within budget. Relies on extensive experience and judgment to plan and accomplish goals.